S1.40/5:
996/1

tes Department of State

Key Officers of Foreign Service Posts

MARCH
1996

TELEPHONING A FOREIGN SERVICE POST

Below is the procedure for telephoning a Foreign Service post. American Embassy Canberra is used as an example.

Calling From a U.S. Government Agency:

Dial 9 + international access code + country code + city code + local number

Ex: 9 + 011 + [61] + (6) + 2705000

Others:

Dial international access code + country code + city code + local number

Ex: 011 + [61] + (6) + 2705000

NOTE: Some international calls will require operator assistance because the country is not an international dial country. The telephone listing for these countries will not be preceded by a country code and city code (always shown in brackets and parentheses).

Calls to certain points outside the continental U.S. can be dialed in the same manner as long distance. Simply dial the area code or country code and the local number. For these locations, no city code will appear with the telephone number.

S 1.40/S:996/1

FLARE

KEY OFFICERS OF FOREIGN SERVICE POSTS

Guide for Business Representatives

Doing Business Overseas—Your First Point of Contact

If you are planning a trip overseas or need information about doing business overseas, your first point of contact should be the nearest U.S. Department of Commerce District Office.

There are 47 District Offices and 21 Branch Offices in cities throughout the United States and Puerto Rico staffed by trade specialists from the United States and Foreign Commercial Service (US&FCS). These District Offices provide information on foreign markets, agent/distributor location services, trade leads, and counseling on business opportunities.

All District Offices have access to the National Trade Data Bank, a "one-stop" computerized source for current export promotion and country-specific trade data collected by 17 U.S. Government agencies. U.S. Export Assistance Centers, which combine the export promotion and trade finance services of the Department of Commerce, the Export-Import Bank, the Small Business Administration, and the Agency for International Development, now are open in Miami, Chicago, Long Beach, and Baltimore.

It is strongly recommended that business representatives inform the District Office of their plans to travel overseas. The District Office will notify Commercial Sections in overseas posts of the upcoming visit to ensure that they are adequately prepared to help.

The *Key Officers Guide* lists key officers at Foreign Service posts with whom American business representatives would most likely have contact. All embassies, missions, consulates general, and consulates are listed.

At the head of each U.S. diplomatic mission are the Chief of Mission (with the title of *Ambassador, Minister*, or *Charge d'Affaires)* and the Deputy Chief of Mission. These officers are responsible for all

components of the U.S. Mission within a country, including consular posts.

A *Chief of Mission Secretary* is responsible for the scheduling of appointments for that official. In addition to other duties, this secretary may also assist business persons by directing inquiries to the appropriate Mission office.

Commercial Officers advise U.S. business on local trade and tariff laws, government procurement procedures, and business practices; identify potential importers, agents, distributors, and joint venture partners; provide information on local government tenders; and assist with resolution of trade and investment disputes. At smaller posts, commercial interests are represented by Economic/Commercial Officers from the Department of State.

Commercial Officers for Tourism promote the U.S. travel and tourism industry.

Economic Officers advise U.S. business on the local investment climate and economic trends; negotiate trade and investment agreements to open markets and level the playing field; and analyze and report on macroeconomic trends and trade policies and their potential impact on U.S. interests.

Resource Officers counsel U.S. business on issues related to natural resources, including minerals, oil and gas and energy; and analyze and report on local natural resource trends and trade policies and their potential impact on U.S. interests.

Agricultural Officers promote the export of U.S. agricultural products and report on agricultural production and market developments in their area.

Animal and Plant Health Inspection Service Officers are responsible for animal and plant health issues as they impact U.S. trade and in protecting U.S. agriculture from foreign pests and diseases. They expedite U.S. exports in the area of technical sanitary and phytosanitary (S&P) regulations.

Environment, Science and Technology (EST) Officers analyze and report on EST developments and their potential impact on U.S. policies and programs.

Financial Attaches analyze and report on major financial developments.

Consular Officers extend to U.S. citizens and their property abroad the protection of the U.S.

Government. They maintain lists of local attorneys, act as liaison with police and other officials, and have the authority to notarize documents. The Department recommends that business representatives residing overseas register with the consular officer; in troubled areas, even travelers are advised to register.

Immigration and Naturalization Service Officers are responsible for enforcing the laws regulating the admission of foreign-born persons (i.e., aliens) to the United States and for administering various immigration benefits, including the naturalization of resident aliens.

Regional Security Officers are responsible for providing physical, procedural, and personnel security services to U.S. diplomatic facilities and personnel; they also provide local in-country security briefings and threat assessments to business executives.

AID Mission Directors are responsible for AID programs, including dollar and local currency loans, grants, and technical assistance.

Political Officers advise U.S. business executives on the local political climate and analyze and report on political developments and their potential impact on U.S. interests.

Labor Officers follow the activities of labor organizations to supply such information as wages, nonwage costs, social security regulations, labor attitudes toward American investments, etc. Advise U.S. business on local labor laws and practices and analyze and report on activities of local labor organizations, labor laws and practices, and their potential impact on U.S. interests.

Administrative Officers are responsible for normal business operations of the post, including purchasing for the post and its commissary.

Security Assistance Officers are responsible for Defense Cooperation in Armaments and foreign military sales to include functioning as primary in-country point of contact for U.S. Defense Industry.

Information Systems Managers are responsible for the post's unclassified information systems, database management, programming, and operational needs. They provide liaison with appropriate commercial contacts in the information field to enhance the post's systems integrity.

Communications Programs Officers are responsible for the telecommunications, telephone, radio, diplomatic pouches, and records management programs within the diplomatic mission. They maintain close contact with the host government's information/communications authorities on operational matters.

Public Affairs Officers are the press and cultural affairs specialists and maintain close contact with the local press.

Legal Attaches serve as representatives to the U.S. Department of Justice on criminal matters.

U.S. Department of State and Commerce Country Desk Officers

Both the Departments of State and Commerce have country desk officers based in Washington, D.C. who have comprehensive, up-to-date information on particular countries and can advise U.S. companies of the political and economic climate.

International Economic Policy (IEP) country desk officers in the Department of Commerce collect information on individual country regulations, tariffs, business practices, economic and political developments, trade data, and market size and growth, keeping a current pulse on the potential markets for U.S. products, services, and investments.

IEP has several regional business information centers that focus on new opportunities for trade and investment in various parts of the world: the former Soviet Union, Eastern Europe, Japan, Latin America and the Caribbean, and the European Community.

For a specific country desk officer or regional business center, call (202) 482–3022.

Country desk officers at the Department of State maintain regular contact with overseas diplomatic missions and can provide country-specific economic and political analysis for U.S. companies.

For a specific State Department country desk officer, call (202) 647–4000.

The Department of State, Bureau of Diplomatic Security, can also provide current data on the security situation to interested persons planning trips abroad. American business representatives desir-

ing this information should contact the Overseas Security Advisory Council at (202) 663–0533.

Department of State Coordinator for Business Affairs

The Coordinator for Business Affairs coordinates the Department's advocacy for U.S. companies overseas competing in international bids; problem-solving assistance to U.S. companies; dialogue with the U.S. private sector to ensure that business concerns are appropriately factored into foreign policy; and programs and practices to improve the Department's support for business. You should consider the Coordinator for Business Affairs your principal point of contact for business concerns within the Department of State. Tel. (202) 647–1942; FAX (202) 647–5713.

Trade Information Center

For general information about U.S. Government export promotion programs, you should contact the Trade Information Center. It provides information on Federal programs and activities that support U.S. exports, information on overseas markets and industry trends, and a computerized calendar of U.S Government-sponsored domestic and overseas trade events. The center's nationwide toll-free number is: 1–800–USA–TRADE (1–800–872–8723).

A special line is available for those who are deaf or hearing-impaired: TDD 1–800–833–8723.

DEPARTMENT OF COMMERCE
DISTRICT OFFICES

ALABAMA

Birmingham—Patrick T. Wall (Dir.)
Medical Forum Building, 7th Fl.
950 - 22d Street North, ZIP: 35203
Tel.: (205) 731-1331, FAX: (205) 731-0076

ALASKA

Anchorage—Charles Becker (Dir.)
World Trade Center, 421 W. First St.,
ZIP: 99501
Tel.: (907) 271-6237, FAX: (907) 271-6242

ARIZONA

Phoenix—Frank Woods (Dir.)
Tower One, Suite 970
2901 N. Central Avenue, ZIP: 85012
Tel.: (602) 640-2513, FAX: (602) 640-2518

ARKANSAS

Little Rock—Lon J. Hardin (Dir.)
TCBY Tower Building, Suite 700
425 West Capitol Avenue, ZIP: 72201
Tel.: (501) 324-5794, FAX: (501) 324-7380

CALIFORNIA

Los Angeles—Steve Morrison (Dir.)
11000 Wilshire Blvd., Rm 9200, ZIP: 90024
Tel.: (310) 235-7104, FAX: (310) 235-7220

(*) Newport Beach
3300 Irvine Avenue, Suite 305, ZIP: 92660
Tel.: (714) 660-1688, FAX: (714) 660-8039

(**) Long Beach—Joe Sachs (Dir.)
US&FCS Manager—Maria Solomon
One World Trade Center., Ste. 1670,
ZIP: 90831
Tel.: (310) 980-4551, FAX: (310) 980-4561

(***) Ontario—Fred Latuperissa (Dir.)
3281 E. Gausti Road, Ste. 100, ZIP: 91761
Tel. (909) 390-5650, FAX: (909) 390-5759

San Diego—Mary Delmege (Dir.)
6363 Greenwich Dr., Suite 230, ZIP: 92122
Tel.: (619) 557-5395, FAX: (619) 557-6176

San Francisco—James S. Kennedy (Acting Dir.)
250 Montgomery St., 14th Fl., ZIP: 94104
Tel.: (415) 705-2300, FAX: (415) 705-2297

(*) Santa Clara
5201 Great Amer. Pkwy., #456, ZIP: 95054
Tel.: (408) 970-4610, FAX: (408) 970-4618

COLORADO

**Denver—Neil Hesse (Dir.)
1625 Broadway, Suite 680, ZIP: 80202
Tel.: (303) 844-6622, FAX: (303) 844-5651

CONNECTICUT

Hartford—Carl Jacobsen (Dir.)
Room 610B, 450 Main Street, ZIP: 06103
Tel.: (203) 240-3530, FAX: (203) 240-3473

DELAWARE

Served by the Philadelphia District Office

FLORIDA

(**) Miami—Peter B. Alois (Dir.)
P.O. Box 590570, ZIP: 33159
5600 Northwest 36th St., Ste. 617, ZIP: 33166
Tel.: (305) 526-7425, FAX: (305) 526-7434

(*) Clearwater
128 North Osceola Avenue, ZIP: 34615
Tel.: (813) 461-0011, FAX: (813) 449-2889

(*) Orlando
Eola Park Centre, Suite 1270
200 E. Robinson Street, ZIP: 32801
Tel.: (407) 648-6235, FAX: (407) 648-6756

(*) Tallahassee
107 West Gaines Street, Room 366G,
ZIP: 32399
Tel.: (904) 488-6469, FAX: (904) 487-1407

GEORGIA

**Atlanta—Tap Banerjee (Acting Dir.)
285 Peachtree Center Avenue, NE
Marquis Two Tower, Suite 200
ZIP: 30303-1229
Tel.: (404) 657-1900, FAX: (404) 657-1970

Savannah—Barbara Prieto (Dir.)
120 Barnard Street, Room A-107, ZIP: 31401
Tel.: (912) 652-4204, FAX: (912) 652-4241

HAWAII

Honolulu—George B. Dolan (Dir.)
P.O. Box 50026
300 Ala Moana Blvd., Room 4106, ZIP: 96850
Tel.: (808) 541-1782, FAX: (808) 541-3435

IDAHO

(*) Boise—Portland District Office
700 West State Street, 2d Fl, ZIP: 83720
Tel.: (208) 334-3857, FAX: (208) 334-2783

ILLINOIS

(**) Chicago—Brad Dunderman (Dir.)
Stanley Bokota, US&FCS Dir.
Xerox Center
55 West Monroe Street, Suite 2440, ZIP: 60603
Tel.: (312) 353-8040, FAX: (312) 353-8098

(*) Wheaton
c/o Illinois Institute of Technology
201 East Loop Road, ZIP: 60187
Tel.: (312) 353-4332, FAX: (312) 353-4336

(*) Rockford
P.O. Box 1747
515 North Court Street, ZIP: 61110
Tel.: (815) 987-8123, FAX: (815) 963-7943

INDIANA

Indianapolis—Dan Swart (Acting Dir.)
Penwood One, Suite 106
11405 N. Pennsylvania Street
Carmel, IN 46032
Tel.: (317) 582-2300, FAX: (317) 582-2301

IOWA

Des Moines—Randall J. LaBounty (Dir.)
Room 817, Federal Building
210 Walnut Street, ZIP: 50309
Tel.: (515) 284-4222, FAX: (515) 284-4021

KANSAS

(*) Wichita—George D. Lavid (Mgr.)
151 N. Volutsia, ZIP: 67214
Tel.: (316) 269-6160, FAX: (316) 683-7326

KENTUCKY

Louisville—John Autin (Dir.)
601 W. Broadway, Room 634B,
ZIP: 40202
Tel.: (502) 582-5066, FAX: (502) 582-6573

(***) Somerset—Sandra Necessary (Acting Dir.)
246 Poplar Avenue, P.O. Box 50, ZIP: 42501
Tel. (606) 678-2029, FAX: (606) 678-2267

LOUISIANA

New Orleans—David Spann (Acting Dir.)
1 Canal Place
365 Canal Street, Suite 2150, ZIP: 70130
Tel.: (504) 589-6546, FAX: (504) 589-2337

MAINE

(*) Portland—Jeffrey Porter (Mgr.)
145 Middle Street, P.O. Box 8119, ZIP: 04104
Tel.: (207) 772-2811, FAX: (207) 772-1179

MARYLAND

(**) Baltimore—Steve Hall (Acting Dir.)
World Trade Center, Suite 2432
401 E. Pratt Street, ZIP: 21202
Tel.: (410) 962-4539, FAX: (410) 962-4529

MASSACHUSETTS

Boston—Frank J. O'Connor (Dir.)
164 Northern Avenue
World Trade Center, Suite 307, ZIP: 02210
Tel.: (617) 424-5990, FAX: (617) 424-5992

MICHIGAN

Detroit—Walter Hage (Acting Dir.)
1140 McNamara Building
477 Michigan Avenue, ZIP: 48226
Tel.: (313) 226-3650, FAX: (313) 226-3657

(***) Pontiac—Richard Corson (Dir.)
Oakland Pointe Office Building
250 Elizabeth Lake Road, ZIP: 48341
Tel.: (810) 975-9600, FAX: (810) 975-9606

(***) Ann Arbor—Paul Litton (Dir.)
425 S. Main Street, Suite 103, ZIP: 48104
Tel.: (313) 741-2430, FAX: 741-2432

(*) Grand Rapids
300 Monroe N.W., Room 406, ZIP: 49503
Tel.: (616) 456-2411, FAX: (616) 456-2695

MINNESOTA

Minneapolis—Ronald E. Kramer (Dir.)
108 Federal Building
110 South 4th Street, ZIP: 55401
Tel.: (612) 348-1638, FAX: (612) 348-1650

MISSISSIPPI

Jackson—Mark E. Spinney (Dir.)
201 W. Capitol Street, Suite 310, ZIP: 39201
Tel.: (601) 965-4388, FAX: (601) 965-5386

MISSOURI

(**) St. Louis—Sandra Gerley (Dir.)
8182 Maryland Avenue, Suite 303,
ZIP: 63105
Tel.: (314) 425-3302, FAX: (314) 425-3381

Kansas City—Rick Villalobos (Dir.)
601 East 12th Street, Room 635,
ZIP: 64106
Tel.: (816) 426-3141, FAX: (816) 426-3140

MONTANA

Served by the Boise Branch Office

NEBRASKA

(*) Omaha—**Allen Patch (Mgr.)**
11135 "O" Street, ZIP: 68137
Tel.: (402) 221-3664, FAX: (402) 221-3668

NEVADA

Reno—James K. Hellwig (Dir.)
1755 East Plumb Lane, Suite 152,
ZIP: 89502
Tel.: (702) 784-5203, FAX: (702) 784-5343

NEW HAMPSHIRE

(*) Portsmouth—Susan Berry (Mgr.)
601 Spaulding Turnpike, Suite 29,
ZIP: 03801
Tel.: (603) 334-6074, FAX: (603) 334-6110

NEW JERSEY

Trenton—Rod Stuart (Dir.)
3131 Princeton Pike, Bldg. #6,
Suite 100, ZIP: 08648
Tel.: (609) 989-2100, FAX: (609) 989-2395

NEW MEXICO

(*) Santa Fe—Sandra Necessary (Mgr.)
c/o New Mexico Dept. of Economic
Development
1100 St. Francis Drive, ZIP: 87503
Tel.: (505) 827-0350, FAX: (505) 827-0263

NEW YORK

Buffalo—George Buchanan (Dir.)
1304 Federal Building
111 West Huron Street, ZIP: 14202
Tel.: (716) 551-4191, FAX: (716) 846-5290

(***) Long Island—George Soteros (Dir.)
1550 Franklin Avenue, Mineola, ZIP: 11501
Tel.: (516) 571-3921, FAX: (516) 571-4161

(*) Rochester—James C. Mariano (Dir.)
111 East Avenue, Suite 220, ZIP: 14604
Tel.: (716) 263-6480, FAX: (716) 325-6505

(**) New York—Joel W. Barkan (Acting Dir.)
6 World Trade Center, Rm. 635, ZIP: 10048
Tel.: (212) 264-0634, FAX: (212) 264-1356

(***) Westchester—Bill Spitler (Dir.)
707 West Chester Avenue, White Plains, ZIP: 10604
Tel.: (914) 682-6218, FAX: (212) 682-6698

NORTH CAROLINA

Greensboro—Samuel P. Troy (Dir.)
400 West Market Street, Suite 400, ZIP: 27401
Tel.: (910) 333-5345, FAX: (910) 333-5158

NORTH DAKOTA
Served by the Minneapolis District Office

OHIO
Cincinnati—John C. McCaslin (Dir.)
550 Main Street, Room 9504, ZIP: 45202
Tel.: (513) 684-2944, FAX: (513) 684-3200

(***) **Columbus**—Michael Miller (Dir.)
37 North High Street, 4th Fl, ZIP: 43215
Tel.: (614) 365-9510, FAX: (614) 365-9598

Cleveland—John McCartney (Dir.)
Bank One Center
600 Superior Avenue, East, Suite 700, ZIP: 44114
Tel.: (216) 522-4750, FAX: (216) 522-2235

(***) **Toledo**—Robert Abrams (Dir.)
300 Madison Avenue, ZIP: 43604
Tel.: (419) 241-0683, FAX: (419) 241-0684

OKLAHOMA
Oklahoma City—Ronald L. Wilson (Dir.)
6601 Broadway Extension, Rm. 200, ZIP: 73116
Tel.: (405) 231-5302, FAX: (405) 231-4211

(*) **Tulsa**—Thomas Strauss (Mgr.)
440 South Houston Street, Room 505,
ZIP: 74127
Tel.: (918) 581-7650, FAX: (918) 581-2844

OREGON
Portland—Denny Barnes (Dir.)
One World Trade Center, Suite 242
121 SW Salmon Street, ZIP: 97204
Tel.: (503) 326-3001, FAX: (503) 326-6351

PENNSYLVANIA
(**) **Philadelphia**—Henry LeBlanc (Acting Dir.)
615 Chestnut Street, Suite 1500, ZIP: 19106
Tel.: (215) 597-6101, FAX (215) 597-6123

Pittsburgh—Ted Amn (Acting Dir.)
2002 Federal Building
1000 Liberty Avenue, ZIP: 15222
Tel.: (412) 644-2850, FAX: (412) 644-4875

PUERTO RICO
San Juan (Hato Rey)—J. Enrique Vilella (Dir.)
Room G-55, Federal Building
Chardon Avenue, ZIP: 00918
Tel.: (809) 766-5555, FAX: (809) 766-5692

RHODE ISLAND
(*) **Providence**—Raimond Meerbach (Mgr.)
7 Jackson Walkway, ZIP: 02903
Tel.: (401) 528-5104, FAX: (401) 528-5067

SOUTH CAROLINA

Columbia—Ann Watts (Dir.)
Strom Thurmond Federal Bldg., Suite 172
1835 Assembly Street, ZIP: 29201
Tel.: (803) 765-5345, FAX: (803) 253-3614

(*) **Charleston**—David Kuhlmeier
P.O. Box 975, ZIP: 29402
81 Mary Street, ZIP: 29403
Tel: (803) 727-4051, FAX: (803) 727-4052

(***) Upstate Export Assistance Center
Denis Csizmadia (Dir.)
Park Central Office Park,
Building 1, Suite 109
555 North Pleasantburg Dr.,
Greenville, SC, ZIP: 29607
Tel.: (803) 271-1976, FAX: (803) 271-4171

SOUTH DAKOTA

(*) **Sioux Falls**—Harvey Timberlake (Mgr.)
200 N. Phillips Avenue, Commerce Center
Suite 302, ZIP: 57102
Tel: (605) 330-4264, FAX: (605) 330-4266

TENNESSEE

Nashville—Jim Charlet (Dir.)
Parkway Towers, Suite 114
404 James Robertson Parkway, ZIP: 37219
Tel.: (615) 736-5161, FAX: (615) 736-2454

(*) **Memphis**
22 North Front Street, Suite 200, ZIP: 38103
Tel.: (901) 544-4137, FAX: (901) 575-3510

(*) **Knoxville**
301 East Church Avenue, ZIP: 37915
Tel.: (423) 545-4637, FAX: (615) 545-4435

TEXAS

(**) **Dallas**—Bill Schrage (Dir.)
P.O. Box 58130
2050 N. Stemmons Fwy., Suite 170, ZIP: 75258
Tel.: (214) 767-0542, FAX: (214) 767-8240

(*) **Austin**—Karen Parker (Mgr.)
P.O. Box 12728, Suite 300R
1700 Congress, 2d Fl., ZIP: 78701
Tel.: (512) 482-5939, FAX: (512) 482-5940

Houston—James D. Cook (Dir.)
#1 Allen Center, Suite 1160
500 Dallas, ZIP: 77002
Tel.: (713) 229-2578, FAX: (713) 229-2203

UTAH

Salt Lake City—Stephen P. Smoot (Dir.)
324 S. State Street, Suite 105, ZIP: 84111
Tel.: (801) 524-5116, FAX: (801) 524-5886

VERMONT

(*) Montpelier—James Cox (Mgr.)
109 State Street, 4th Fl., ZIP: 05609
Tel.: (802) 828-4508, FAX: (802) 828-3258

VIRGINIA

Richmond—Philip A. Ouzts (Dir.)
700 Centre
704 East Franklin Street, Suite 550, ZIP: 23219
Tel.: (804) 771-2246, FAX: (804) 771-2390

WASHINGTON

(***) Seattle—Lisa Kjaer-Schade (Dir.)
Westin Building 2001 6th Avenue,
Suite 650, ZIP: 98121
Tel.: (206) 553-5615, FAX: (206) 553-7253

(*) Tri-Cities
320 North Johnson Street, Suite 350
Kennewick, WA 99336
Tel.: (509) 735-2751, FAX: (509) 783-9385

WEST VIRGINIA

Charleston—W. Davis Coale, Jr. (Dir.)
405 Capitol Street, Suite 807, ZIP: 25301
Tel.: (304) 347-5123, FAX: (304) 347-5408

(***) Wheeling—Martha Butwin (Dir.)
1310 Market St., 2d Fl., ZIP: 26003
Tel.: (304) 233-7472, FAX: (304) 233-7492

WISCONSIN

Milwaukee—Paul D. Churchill (Dir.)
517 E. Wisconsin Avenue, Room 596,
ZIP: 53202
Tel.: (414) 297-3473, FAX: (414) 297-3470

WYOMING

Served by the Denver District Office

Regional Offices

(*) Eastern Region
Roger Fortner (Acting Regional Dir.)
World Trade Center, Suite 2432
401 East Pratt Street, Baltimore, MD, ZIP: 21202
Tel.: (410) 962-4539, FAX: (410) 962-4529

(*) Mid-Eastern Region
Gordon Thomas (Regional Dir.)
9504 Federal Building
550 Main Street, Cincinnati, OH, ZIP: 45202
Tel.: (513) 684-2947, FAX: (513) 684-3200

(*) Mid-Western Region
Sandy Gerley (Acting Regional Dir.)
8182 Maryland Avenue, Suite 1011, St. Louis, MO, ZIP: 63105
Tel.: (314) 425-3300, FAX: (314) 425-3375

(*) Western Region
Michael Liikala (Regional Dir.)
250 Montgomery St., 14th Fl., San Francisco, CA, ZIP: 94104
Tel.: (415) 705-2310, FAX: (415) 705-2299

(*) - Denotes Trade Specialist at a Branch Office
(**) - Denotes a U.S. Export Assistance Center
(***) - Office with managerial and administrative oversight responsibilities (offers no direct business counseling)

POST INFORMATION AND SPECIAL NOTICES

POSTS OPENED—None

POSTS CLOSED—Malabo, Equatorial Guinea (E), Poznan, Poland (CG), Bordeaux, France (CG), Bilbao, Spain (C)

POSTS CHANGED IN RANK, STATUS, ETC.– Hanoi, Vietnam (USLO) to Hanoi, Vietnam (E); Skopje, Macedonia (USLO) to Skopje, Macedonia (E)

BREAKDOWN OF POSTS AS OF February 23, 1996

Embassies (E)	*164
Branch Offices of Embassy (BO)	3
Missions (M): USUN (New York), USOAS (Washington), USEC (Brussels), ICAO (Montreal), USNATO (Brussels), FODAG (Rome), USOECD (Paris), UNEP (Nairobi), OSCE (Vienna), UNESCO (Observer Mission-Paris), UNVIE (Vienna), and European Office of UN and Other IO (Geneva)	12
U.S. Interests Sections (USINT)	1
U.S. Offices (USREP)	0
Consulates General (CG)	66
Consulates (C)	14
U.S. Liaison Office (USLO)	1
Total	**260
Consular Agencies (CA)	45

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*This count reflects only those countries where the United States has an established physical Mission. An additional 12 countries have U.S. Ambassadors accredited to them but no physical Mission exists. Operations have been temporarily suspended at the following post: Baghdad (1/91).

**Total post count does not include Consular Agencies (CA).

ADDRESSES ARE EXAMPLES ONLY
EXAMPLES OF
ACCEPTED FORMS FOR
ADDRESSING MAIL

Posts with APO/FPO Numbers:

APO/FPO Address*
Name
Organization
PSC or Unit number, Box number
APO AE 09080 or APO AA 34038 or
APO AP 96337

International Address**
Name of Person/Section
American Embassy
P.O. Box 26431***
Manama, Bahrain

Posts without APO/FPO Numbers:

Diplomatic Pouch Address*
Name of Person/Section
Name of Post
Department of State
Washington, D.C. 20521-four digit add-on
(see page 145 for 9-digit ZIP Code explanation and listing)

International Address**
Name of Person/Section
American Embassy
Jubilaeumstrasse 93***
3005 Bern, Switzerland

NOTE: **Do not combine** any of the above forms (e.g., international plus APO/FPO addresses). This will only result in confusion and possible delays in delivery. Mail sent to the Department for delivery through its pouch system for posts with APO/FPO addresses cannot be accepted and will be returned to the sender.

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* Use domestic postage.

** Use international postage.

*** Use street address only when P.O. box is not supplied.

ALBANIA

Tirana (E), Tirana Rruga E. Labinoti 103 • PSC 59, Box 100 (A), APO AE 09624, Tel 355-42-32875, 33520, Fax 32222

AMB:	Joseph E. Lake
AMB SEC:	Estelle R. Aubin
DCM:	Douglas R. Smith
POL:	Carl R. Siebentritt
ECO/COM:	Frank J. Yacenda
CON:	Suzane Lively
ADM:	Ellen Sullivan
IPO:	(Vacant)
GSO:	Alaina Teplitz
ODA:	Cdr. Dennis R. Fox, USN
PAO:	Charles Walsh
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RSO:	Gary M. Gibson (resident in Dakar)
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FAA:	Ronald L. Montgomery (resident in Dakar)
LAB:	Jay T. Smith (resident in Washington, D.C.)
IMO:	Terrence Williamson (resident in Dakar)
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FAA:	Barry Brayer (resident in Hawthorne, CA)
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ABBREVIATIONS AND SYMBOLS

ACM	Assistant Chief of Mission
ADM	Administrative Section
ADV	Adviser
AGR	Agricultural Section (USDA/FAS)
AID	Agency for International Development
ALT	Alternate
AMB	Ambassador
AMB SEC	Ambassador's Secretary
APHIS	Animal and Plant Health Inspection Service Officer
APO	Army Post Office
ARSO	Assistant Regional Security Officer
ATO	Agricultural Trade Office (USDA/FAS)
BCAO	Branch Cultural Affairs Officer (USIS)
Bg	Brigadier General
BIB	Board for International Broadcasting
BO	Branch Office (of Embassy)
BOB/EUR	Board of Broadcasting, European Office
BPAO	Branch Public Affairs Officer (USIS)
B.P.	Boite Postale
BUD	Budget
C	Consulate
CA	Consular Agency/Agent
CAO	Cultural Affairs Officer (USIS)
Capt	Captain (USN)
CDC	Centers for Disease Control
Cdr	Commander
CEO	Cultural Exchange Officer (USIS)
CG	Consul General, Consulate General
CG SEC	Consul General's Secretary
CHG	Charge d'Affaires
CINCAFSOUTH	Commander-in-Chief Allied Forces Southern Europe
CINCEUR	Commander-in-Chief U.S. European Command
CINCUSAFE	Commander-in-Chief U.S. Air Forces Europe

CINCUSAREUR	Commander-in-Chief U.S. Army Europe
Col	Colonel
CM	Chief of Mission
COM	Commercial Section (FCS)
CON	Consul, Consular Section
COUNS	Counselor
C.P.	Caixa Postal
CPO	Communications Program Officer
CUS	Customs Service (Treasury)
DAC	Development Assistance Committee
DCM	Deputy Chief of Mission
DEA	Drug Enforcement Agency
DEP	Deputy
DEP DIR	Deputy Director
DIR	Director
DOE	Department of Energy
DPAO	Deputy Public Affairs Officer (USIS)
DPO	Deputy Principal Officer
DSA	Defense Supply Adviser
E	Embassy
ECO	Economic Section
ECO/COM	Economic/Commercial Section
EDO	Export Development Officer
ERDA	Energy Research and Development Administration
EST	Environment, Science, and Technology
EX-IM	Export-Import
FAA	Federal Aviation Administration
FAA/CASLO	Federal Aviation Administration Civil Aviation Security Liaison Officer
FAA/FSIDO	Federal Aviation Administration Flight Standards International District Office
FIC/JSC	Finance Committee and Joint Support Committee
FIN	Financial Attache (Treasury)
FODAG	Food and Agriculture Organizations
FPO	Fleet Post Office

IAEA	International Atomic Energy Agency
IAGS	Inter-American Geodetic Survey
ICAO	International Civil Aviation Organization
IMO	Information Management Officer
IO	Information Officer (USIS)
IPO	Information Program Officer
IRM	Information Resources Management
IRS	Internal Revenue Service
ISM	Information Systems Manager
JUS/CIV	Department of Justice, Civil Division
JUSMAG	Joint US Military Advisory Group
LAB	Labor Officer
LO	Liaison Officer
Ltc	Lieutenant Colonel
LEGATT	Legal Attache
M	Mission
Mg	Major General
MAAG	Military Assistance Advisory Group
MILGP	Military Group
MSG	Marine Security Guard
MSC	Military Staff Committee
MIN	Minister
MLO	Military Liaison Office
MNL	Minerals Officer
NARC	Narcotics
NATO	North Atlantic Treaty Organization
NAS	Narcotics Affairs Section
NCIS	Naval Criminal, U.S.
OAS	Organization of American States
ODA	Office of the Defense Attache
ODC	Office of Defense Cooperation
OIC	Officer in Charge
OMC	Office of Military Cooperation
PAO	Public Affairs Officer (USIS)
PO	Principal Officer
PO SEC	Principal Officer's Secretary
POL	Political Section

POL/LAB	Political and Labor Section
POLAD	Political Adviser
POL/ECO	Political/Economic Section
Radm	Rear Admiral
RCON	Regional Consular Affairs Officer
REDSO	Regional Economic Development Services Office
REF	Refugee Coordinator
REP	Representative
RES	Resources
RHUDO	Regional Housing and Urban Development Office
ROCAP	Regional Officer for Central American Programs
RPSO	Regional Procurement and Support Office
RSO	Regional Security Officer
SAO	Security Assistance Office
SCI	Scientific Attache
SEC DEL	Secretary of Delgation
SHAPE	Supreme Headquarters Allied Powers Europe
SLG	State and Local Government
SR	Senior
STC	Security Trade Control
UNEP	United Nations Environment Program
UNESCO	United Nations Educational, Scientific, and Cultural Organizations
UNIDO	United Nations Industrial Development Organization
USA	United States Army
USAF	United States Air Force
USDA/APHIS	Animal and Plant Health Inspection Service
USEU	US Mission to the European Union
USGS	US Geological Survey
USINT	United States Interests Section
USIS	United States Information Service
USLO	United States Liaison Office
USMC	United States Marine Corps

USMTM	US Military Training Mission
USN	United States Navy
USNATO	US Mission to the North Atlantic Treaty Organization
USOAS	US Mission to the Organization of American States
USOECD	US Mission to the Organization for Economic Cooperation and Development
USTTA	US Travel and Tourism Agent
USUN	US Mission to the United Nations
VC	Vice Consul
VOA	Voice of America

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Notes

Notes

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